

BF1902

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**CONFIDENTIAL**

13 April 1955

MEMORANDUM FOR: <sup>25X1A</sup> [REDACTED]  
SUBJECT : Delinquent Advance

1. Reference is made to memorandum of 3 March 1955, and to our telephone conversation of 28 March 1955, regarding the refund of \$1,500.00 advanced for your proposed TDY trip which has been cancelled.

2. Our records indicate that although the balance of the advance has been reduced to \$500.00, no advice has been received as to when the balance is to be cleared. Accordingly, this Division has no alternative except to invoke the provisions of Standardized Government Travel Regulations and Agency Notice [REDACTED] and recover the amount by offset of salary. This memorandum constitutes notice that unless appropriate arrangements are made to liquidate this delinquent advance within fifteen days from the date of this notice, action will be taken to effect recovery of the advance by withholding from salary.

25X1A

3. You are urged to take immediate steps to avoid the necessity for the action indicated above.

<sup>25X1A</sup>  
[REDACTED]  
Chief, Finance Division

FD/LEB:met

cc: Comptroller  
Chief, FE

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Class. Change to: [ ]
[ ] Declassify
Class. Change To: TS 3 0
Auth: HM 73-2
Date: 05 OCT 1978

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